December 26, 2022

To,

THE PROJECT DIRECTOR
D/43-1, Shahrah E Ghalib, Lane 3,
Block 2, Clifton, Karachi
Phone No. 021-99332207-8

Subject: APPLICATION FOR JOB – DEPUTY DIRECTOR TECHNICAL / TRANSPORT ENGINEER

Respected Sir,

I have seen in the advertisement that you are looking for multiple position from which Deputy Director Technical / Transport Engineer is one.

I have all required Qualification and Experience as narrated in Advertisement. My small detail is narrated below:

I have completed my Bachelor Degree of Civil Engineering and Masters in Construction Management from NED University of Engineering & Technology, Karachi.

I am currently working with **TransKarachi** as an **Assistant Manager Project Planner** on **Karachi Bus Rapid Transit Redline Project**; The Project is funded by **ADB** and **other donors including Government of Sindh.**

List of Previous Projects – Employer Name:

- Re-Construction of Rigid Runway at Quetta International Airport as Per ICAO Code 4E - PCAA
- Airport Terminal Building Quetta International Airport - ICC&UCC(JV)
- Getz Pharma Astola Project – PMS
- Education School Construction – KAYBEE-JV

List of Documents attached with this Cover Letter is mentioned Below:

- CV – Govinda Khatri
- Masters in Construction Management – Final Result
- Bachelor of Civil Engineer Degree
- Intermediate Certificate
- Matriculation Certificate
- Pakistan Engineering Council License
- NIC
- Offer Letter - TransKarachi
- Offer Letter - PCAA
- Experience Certificate - ICC&UCC(JV)
- Primavera P6 Training Certificate – NED University Karachi
- FIDIC RED BOOK 2017 – Training Certificate by ADB and Government of Sindh
- Procurement and Contract Management – Training By PEC
- Change Management – Training By PEC
- Risk Assessment and Mitigation Plan – PEC and NPO Pakistan
- Leadership in Construction 4.0 – By AACE
- Other Training Certificates
- **ANY OTHER DOCUMENT REQUIRED WILL BE PROVIDED AS REQUESTED.**

I hope this will fulfill your requirements for said job.

I will look forward for positive response.

Thanks, and Regards;

Engr. Govinda Khatri
Mobile No. - 0336-3200492
CNIC – 44403-4628894-9

GOVINDA KHATRI

Address : Flat No. B-207, Second Floor, Yasir Terrace, Phase-II, Block-10, Gulistan-e-Jauhar, Karachi, Pakistan, 75290.

Mob No. : +92-336-3200492, +92-313-3237226

Email : govindakhatrij@gmail.com , govinda_khatri@hotmail.com

LinkedIn URL : https://www.linkedin.com/in/govinda-khatri-3226b257/

A Motivated Engineer highly effective at collaborating between all stakeholders to complete the projects. I have an Experience of 6-Years of Project Execution, Monitoring, Controlling and Closing for Infrastructure, Commercial, Industrial and Institutional Projects. I have strong knowledge of Project Planning & Scheduling, Project Cost Controls, and Familiar with Preparing, Negotiating and Managing Contracts with Client, Consultant and Contractors. I have good Interpersonal, Leadership and Team Management Skills, ability to perform well under pressure and ready to accept Challenges.

SKILLS:

- Project Planning & Scheduling
- Project Cost Control
- Procurement Management
- Risk Management
- Contract and Claims
- Team Management.
- Leadership in Construction
- Variation Orders
- EOT's
- Escalation

SOFTWARES:

- Primavera P6
- MS Project
- MS Office
- AutoCad

TRAINING AND WORKSHOP

- Computer-Aided Project Management with Primavera P6 (Oracle) Certified
- Fidic Redbook 2017 Training by Asian Development Bank
- Procurement and Contract Management
- Risk Assessment and Management
- Risk Management and Mitigation Plan
- Leadership for Construction 4.0
- Engineering Applications & of Agile Methodology
- Change Management
- Career Growth in the Fast Changing World and Combatting Fraud – A 360° Perspective

REGISTRATION:

- Pakistan Engineering Council

ACHIEVEMENTS:

- Successful Completion of Terminal Building QIAP as a Deputy Project Manager.
- Appreciation Certification for Phase – 01 Completion of Terminal Building QIAP by Project Director.
- Appreciation Certification for Project Completion of Terminal Building QIAP by Project Manager

PERSONAL:

- Father : Naresh Kumar Khatri
- Nationality : Pakistani
- DOB : Mar 21,1993
- Marital Status : Single

EDUCATION QUALIFICATION:

- **MEM (CONSTRUCTION MANAGEMENT) – September 2022**
  NED University of Engineering and Technology – Karachi, Pakistan
- **Bachelor of Civil Engineering – May 2016**
  NED University of Engineering and Technology – Karachi, Pakistan

EXPERIENCE:

- **ASSISTANT MANAGER PROJECT PLANNER – April 2022 to Present**
  Employee : **TransKarachi**
  Consultant : **Minconsult-EA-CEC (J.V)**
  Contractor : **Zahir Khan and Brother Lot-I**
  CR3-AM Associates (J.V) – Lot-II
  Project : **"Karachi Bus Rapid Transit Redline Project"**

Review Contractor and Consultant Baseline Schedule, Monitor Project Progress Planned vs Performed of Contractor and Consultant, Maintain Risk Register and Inform for Immediate Action, Review Changes and Its Impact on Time and Cost, Prepare Project Progress Dashboard and Reports. Liase in Meeting of Executive Management, Consultant and Contractor and Prepare Presentations for Management Meetings, AD, AIIB and BOD.

- **PLANNING & SCHEDULE ENGINEER – May 2020 to March 2022**
  Employee : **Pakistan Civil Aviation Authority**
  Client : **Pakistan Civil Aviation Authority**
  Consultant : **M/s. Osmani & Company (Pvt) Ltd in Association with RMJM-BRAZIL + DD&C + RMJM-OSMANI**
  Contractor : **M/s. Umer Jan Construction Company**
  Project : **"Reconstruction of Rigid Runway at Quetta International Airport for Operations of Aircraft up to ICAO Code 4E"**

Review Contractor Baseline Schedule, Monitor Project Progress Planned vs Performed, Maintain Risk Register and Inform for Immediate Action, Review Changes and Its Impact on Time and Cost, Prepare Project Progress Dashboard and Reports. Liase in Meeting of Executive Management, Consultant and Contractor and Prepare Presentations.

- **DEPUTY PROJECT MANAGER – Jan 2017 to April 2020**
  Employee : **Ittefaq Construction & United Construction Company(J.V)**
  Client : **Pakistan Civil Aviation Authority**
  Consultant : **The Building Consultant and Rchitect (J.V)**
  Contractor : **M/s. Ittefaq Construction & United Construction Company(J.V)**
  Project : **"Expansion and Renovation of Terminal Building at Quetta International Airport, Quetta"**

Prepare Baseline Schedule, Monitor Project Progress and Update Schedule, Prepare Fortnight and Monthly Progress Reports, Arrange Quotations from Vendors and Choose Best, Issue Purchase Orders, Prepare Extension of Time. Monitor Changes and its impact on time and cost. Prepare dashboards for progress and presentation for project brief.

- **PLANNING ENGINEER –June 2016 to December 2016**
  Employee : **Project Management Services**
  Client : **Getz Phama**
  Project : **"ASTOLA Getz Pharma Project at Vita Chowrangi, Korangi, Karachi, Pakistan"**

Prepare Baseline Schedule and Update the Progress, Prepare Weekly and Monthly Progress Report, Liase in Meetings of Client Management Firm

- **SITE ENGINEER – Decemeber 2015 to May 2016**
  Employee : **KAYBEE-BS (J.V)**
  Client : **Governemnt of Sindh**
  Consultant : **Halcrow - Pakistan**
  Project : ***"USAID SBEP (Sindh Basic Education Program – 120 Model Schools Construction)"***

Site Execution as Per Drawing, Prepare DPR and Check Request, Assign work to Site Team, Update Material to Project Manager.

DETAILED WORK HISTORY AND JOB RESPONSIBILITIES

TransKarachi
Pakistan Public Sector Organization
Assistant Manager – Project Planner
April 2022 - Present

Karachi,

– Baseline & Revised Schedule

- Review, Analyze, Evaluate & Approve the baseline or revised schedule (Cost & Resource Loaded) of infrastructure projects submitted by the Consultant/Contractor.
- Cash flow baseline plan showing all in and out cost of the project.

– Monitoring & Evaluation

- Monitoring of the progress and its comparison to the approved baseline program of work by incorporating Earned Value management technique (EVM) including Project Progress (SPI, CPI, CV, SV) and Project Forecasting (EAC, ETC).
- Tracking performance that will flow into the EVMS. Support analysis of BCWS, BCWP, ACWP, BAC, and EAC. Interact with Project Managers, Control Account Managers, Financial Managers, Contracts, and Subcontracts to ensure project contractual, cost, and schedule requirements are met.

– Delay Analysis

- Review of EOTs by Impacted as Planned (IAP), Time Impact Analysis (TIA), or Window Analysis with supporting attachments and EOT narratives.

– Risk Management

- Conducting brainstorming sessions with relevant stakeholders to identify and assess the project risks, developing and updating risk register that includes but is not limited to severity, impact, proximity, risk owner, and mitigation plans.

– Reporting

- Prepare dashboards in Power BI/Excel, presentations, and Progress reports for Higher Management, GM, CEO, Board of Directors, Asian Development Bank, AIIB and other sponsor of the Project.
- Develop and update an online integration dashboard that includes information such as procurement, design, construction, and submittals status.

– Contracts Administration

- Reviewing and evaluating the Claims (Time & Cost) & Variations submitted by Contractors, Consultants. Also, reviewing and processing the Interim & final payments evaluation. Preparation of contract specifications of construction projects.

– Correspondence

- Preparing the Contractual correspondence referring to relevant clauses of the Contract and preparing official letters for internal and external purposes, documenting & archiving all relevant Project information.
- Prepare proposals, certificates, and memos, maintain, and update active project files, such as logging and filing of submittals, drawing submissions, technical architecture, and progress reports.

– Coordination

- Coordinate with all project stakeholders, such as clients, contractors, vendors, and suppliers regarding the workability and constructability of the deliverables.
- Communicate requirements, progress, and completion dates to the relevant departments and stakeholders to intimate them about the Project's status.

– Projects under supervision

- Name: Karachi Bus Rapid Transit Redline Project
- Location: Karachi, Pakistan

Pakistan Civil Aviation Authority Quetta, Pakistan
Autonomous Body Government of Pakistan
Planning and Schedule Engineer
May 2020 - March 2022

– Baseline & Revised Schedule
- Review, Analyze, Evaluate & Approve the baseline or revised schedule (Cost & Resource Loaded) of infrastructure projects submitted by the Consultant/Contractor.
- Cash flow baseline plan showing all in and out cost of the project.

– Monitoring & Evaluation
- Monitoring of the progress and its comparison to the approved baseline program of work by incorporating Earned Value management technique (EVM) including Project Progress (SPI, CPI, CV, SV) and Project Forecasting (EAC, ETC).
- Tracking performance that will flow into the EVMS. Support analysis of BCWS, BCWP, ACWP, BAC, and EAC. Interact with Project Managers, Control Account Managers, Financial Managers, Contracts, and Subcontracts to ensure project contractual, cost, and schedule requirements are met.

– Delay Analysis
- Review of EOTs by Impacted as Planned (IAP), Time Impact Analysis (TIA), or Window Analysis with supporting attachments and EOT narratives.

– Risk Management
- Conducting brainstorming sessions with relevant stakeholders to identify and assess the project risks, developing and updating risk register that includes but is not limited to severity, impact, proximity, risk owner, and mitigation plans.

– Reporting
- Prepare dashboards in Power BI/Excel, presentations, and Progress reports for Higher Management.
- Develop and update an online integration dashboard that includes information such as procurement, design, construction, and submittals status.

– Contracts Administration
- Reviewing and evaluating the Claims (Time & Cost) & Variations submitted by Contractors, Consultants, and PMCs. Also, reviewing and processing the Interim & final payments evaluation. Preparation of contract specifications of construction projects.

– Correspondence
- Preparing the Contractual correspondence referring to relevant clauses of the Contract and preparing official letters for internal and external purposes, documenting & archiving all relevant Project information.
- Prepare proposals, certificates, and memos, maintain, and update active project files, such as logging and filing of submittals, drawing submissions, technical architecture, and progress reports.

– Coordination
- Coordinate with all project stakeholders, such as clients, contractors, vendors, and suppliers regarding the workability and constructability of the deliverables.
- Communicate requirements, progress, and completion dates to the relevant departments and stakeholders to intimate them about the Project's status.

– Projects under supervision
- Name: Reconstruction of Rigid Runway at Quetta International Airport for Operations of Aircraft upto ICAO Code 4E
- Location: Quetta, Pakistan

Ittefaq Construction Co. and United Construction Co. (Joint Venture) Quetta, Pakistan
Civil and MEP Contractor
Planning Engineer / Deputy Project Manager
Jan 2017 - April 2020

– Preparation of level four Baseline Schedule
- Level four Schedule (Cost & Resource Loaded) of Terminal Building of Quetta International Airport Project by incorporating all the proposal requirements through the application of the primavera P6. Identify the project deliverables, milestones, and required tasks and targets.

– **Updating & Tracking**

- Updating actual progress (Cost & Physical) weekly in collaboration with the project team, comparing it with the Project Baseline, and analyzing with the Critical Path Method (CPM) to avoid any delay in Critical Activities.

– **Extension of Time and Claims:**

- Preparation of Extension of Time using Impacted As-Planned Technique.
- Preparation of supporting documents.
- Involve in preparation of Variation Orders, escalation and de-escalation.

– **Bidding/Tendering**

- Assisting and compilation in preparation of complete tender and bidding documents for many Road, Hospital, and Sports Complexes including Institutes Projects as per governing guidelines, rules, and regulations.

– **Reporting**

- Preparation of progress reports by implementing earned value management (EVM) techniques. Analyzing the variances (SV, CV) and forecasting the trend (EAC, ETC). Regular maintenance of weekly and monthly progress reports for presenting to the higher management and clients.

– **Procurement**

- Coordination with vendors for quotations, review quotations and time period and issuing Purchase Orders as per material requirement and specification.
- Update procurement logs for submittals including submission date, approval date, issuing POs, manufacturing time, factory acceptance date, delivery date and site inspection date.

– **Bank Guarantees / Policy:**

- Liase with Bank representative for issuing and renewal of Performance Guarantee, CAR Policy, Mobilization Bank Guarantee, Work Compensation Policy

– **Coordination**

- Coordinate with all project stakeholders, such as clients, contractors, vendors, and suppliers regarding the workability and constructability of the deliverables.
- Communicate requirements, progress, and completion dates to the relevant departments, site team and stakeholders to intimate them about the Project's status.

– **Correspondence**

- Preparing the Contractual correspondence referring to relevant clauses of the Contract and preparing official letters for internal and external purposes, documenting & archiving all relevant Project information.

– **Project Close Out**

- Preparation and closing of punch list / check list with Consultant and Client.
- Preparation of Inventory in coordination with concerned staff and verify the same to Consultant and Client.
- Preparation of As-Built Drawings
- Preparation of Taking Over Certificates
- Requesting for Completion Certificates
- Release of Performance Guarantees

– **Projects under supervision**

- Name: Expansion and Renovation of Terminal Building at Quetta International Airport
- Location: Quetta, Pakistan

Project Management Services Karachi, Pakistan
Privately Owned Consulting Firm
Planning Engineer
June 2016 - Dec 2016

– **Preparation of level four Baseline Schedule**

- Level four Schedule of Fire Fighting Works (Greaves) and HVAC & Plumbing Work (Shan Associates) for Getz Pharma (Pharmaceutical Project), Karachi by incorporating all the proposal requirements through the application of the primavera P6. Identify the project deliverables, milestones, and required tasks and targets.

– **Updating & Tracking**

- Updating actual progress (Cost & Physical) weekly in collaboration with the project team, comparing it with the Project Baseline, and analyzing with the Critical Path Method (CPM) to avoid any delay in Critical Activities

– Reports

- Prepare weekly and Monthly Progress Reports

– Coordination

- Coordinate with project coordinator and site team for project progress update
- participate in weekly project meetings of all contractors representative and chaired by Management Firm AAA

– Projects under supervision

- Name: ASTOLA Getz Pharma Project
- Location: Karachi, Pakistan

KAYBEE-BS (J.V) Larkana, Pakistan
Civil and MEP Contractor
Site Engineer
Dec 2015 – May 2016

– Job Responsibilities

- Checking technical designs and drawings to ensure that they are followed correctly
- Execution of Work as per Drawings and Specifications
- Preparation of Shop Drawing and As-Built Drawings
- Generate Request For Information
- Generate Check Request for Inspection of Work
- Supervising contractor and site staff
- Manage Site Resources as per Work Targets
- Liaising with Project Manager, and subcontractors
- Liaising with quantity surveyors about the ordering and the pricing of materials
- Ensuring Health and safety requirements
- Generate Daily Progress Reports

– Projects under supervision

- Name: USAID SBEP (Sindh Basic Education Program – 120 Model Schools Construction)
- Location: Larkana, Pakistan

NED UNIVERSITY OF ENGINEERING AND TECHNOLOGY
EXAMINATIONS DEPARTMENT

NED/EX-R/F1-PR/2022/ 2073

PRESS RELEASE

Dated: 30-SEP-22

FINAL RESULT OF CIVIL ENGINEERING SPRING 2022

The following canadidates have completed Master Degree Program in SPRING 2022

S.NO	NAME / FATHER'S NAME	SEAT NO	CGPA
1	AYESHA AKRAM D / O MUHAMMAD AKRAM	19507	3.30
2	HARIS UDDIN QURESHI S / O FAHIM UDDIN QURESHI	19524	3.25
3	MUHAMMAD HASAN DANISH S / O MUHAMMAD SIKANDAR HUSS	20503	3.10
4	SYEDA HIBA HAIDER D / O SYED HAIDER HUSSAIN ZAIDI	20508	3.02
5	MUHAMMAD ZEESHAN S / O MANZOOR AHMED AWAN	20517	3.01
6	AHSAN ZAFAR S / O MUHAMMAD ZAFAR IQBAL	20525	3.08
7	DANIYAL HUSSAIN S / O KHADIM HUSSAIN	20526	3.18
8	MUHAMMAD HASAN ALTAF S / O MUHAMMAD ALTAF	20838	3.16
9	SYED IKRAM UL HAQUE S / O SYED REYAZ UL HAQUE	21502	3.37
10	UBAID ULLAH ABBAS S / O UMAR ABBAS	21543	3.20
11	LAIBA AYUB D / O MUHAMMAD AYUB	21624	3.33
12	SANAULLAH HIMMAT S / O ABDULLAH	21648	3.49
13	MUHAMMAD RAEES S / O FAKHAR UD DIN	218115	2.87
14	GOVINDA S / O NARESH KUMAR	218118	3.16
15	SYED HASSAN AKHTER S / O HUSSNAIN AKHTER	218122	2.84
16	FARIHA SAJID QURESHI D / O SAJID MOBIN	218124	3.01
17	RAZI ULLAH S / O ALTAF HUSSAIN	218126	3.03
18	FARIS MUHAMMAD BAQER S / O MUHAMMAD BAQER	218127	3.46
19	MUHAMMAD SHARIQ S / O MUHAMMAD SHAMIM	21826	3.72
20	ZAHRA ASGHAR ALI D / O ASGHAR ALI	21828	3.43
21	MUHAMMAD AHMED KHAN S / O MUHAMMAD AJMAL KHAN	21829	3.21
22	MUHAMMAD AHTESHAM SHAIKH S / O MUHAMMAD AHMED SHA	21834	3.34
23	KASHAN FARIDI S / O FARHAT AHMED FARIDI	21835	3.54
24	HATIM AKHTER HUSSAIN S / O AKHTER HUSSAIN S. MITHAIWAL	21837	3.08
25	ADEEL AHMED S / O SARFARAZ AHMED	21841	3.09
26	ARUBA FAROOQ BAIG D / O HAFIZ FAROOQ AZAM BAIG	21893	3.72
27	JUWAIRIA ASAD D / O ASAD-UR-REHMAN KHAN	21B5002	3.96
28	MUHAMMAD SAIM S / O SHAMIM IRFAN QURESHI	21B8008	3.72
29	TALHA AHMED BAIG S / O MIRZA SARWAT BAIG	21B8051	3.47
30	SAMI ULLAH S / O AMANULLAH	21B8060	3.53

IMPORTANT NOTE

The University reserves the right to correct,modify or change the result in any manner if it is found to have been wrongly computed or compiled.
Typographical error if any will not entitle anybody to interpret the result in his / her favour and to claim any advantage there from.The University reserves the right to correct such mistake as and when come to notice and no action shall be lie against the University.

CONTROLLER OF EXAMINATIONS

Copy to :-

1. Dean(CPL)
2. Chairman, Department of Civil
3. Controller of Student Affairs
4. DR(Acad)
5. NED University WEB Site (http:neduet.edu.pk)

Seat No. CN-11002

بِسۡمِ اللّٰہِ الرَّحۡمٰنِ الرَّحِیۡمِ

Enrolment No. NED/0415/11-12

NED UNIVERSITY OF ENGINEERING & TECHNOLOGY

REVISED

FACULTY of CIVIL ENGINEERING and ARCHITECTURE
BACHELOR OF ENGINEERING

Whereas GOVINDA S/O NARESH KUMAR...

has pursued a course of study prescribed by the University for the Degree of Bachelor of Engineering (CIVIL) and has passed the requisite examination held in the year, 2016.

The University hereby confers upon him/~~her~~ the Degree of Bachelor of Engineering (CIVIL) ~~at the Convocation of~~ _____.

Registrar

Dean

Vice-Chancellor

MAY 06, 2017

Board of Intermediate & Secondary Education

Hyderabad, Sindh.

Certificate No. 036639

Group: PRE-ENGINEERING

Seat No. 55859

Higher Secondary Certificate Examination

Annual/~~Supplementary~~ 2011

This is to certify that GOVINDA

Father's Name NARESH KUMAR

Surname KHATRI

Student of 7 - GOVT. MUSLIM SCIENCE COLLEGE HYDERABAD

passed the Higher Secondary Certificate Examination of the Board of Intermediate & Secondary Education Hyderabad held in the month of

MAY 2011 *The Candidate was placed in* Grade A1

The Examination was taken as a whole / in parts.

IMPROVED

Dated 04-02-2015

Hyderabad, Sindh

Controller of Examinations.

4/2/15

Secretary

Board of Intermediate & Secondary Education

MIRPURKHAS, SINDH.

icate No. 063552

Group : SCIENCE

Seat No. 45446

Secondary School Certificate Examination

ANNUAL EXAMINATION 2008

is is to certify that GOVINDA

ther's Name NARESH KUMAR

rname KHATRI

ident of GOVT. H/S GHULAM NABI SHAH

ssed the Secondary School Certificate Examination held in

month of APRIL, 2008 and was placed in Grade A-1

The Candidate qualified in the following subjects:-

Component I

1. Urdu & Sindhi Salees
   Sindhi & Urdu Salees
2. English I & II
3. Pakistan Studies
4. Islamiat/Akhlaqiat

Component II

1. Physics
2. Chemistry
3. Mathematics
4. Biology/Computer Science

e date of birth as recorded in the admission form of the student

21/03/1993 TWENTY FIRST, MARCH

e Thousand Nine Hundred and NINETY THREE.

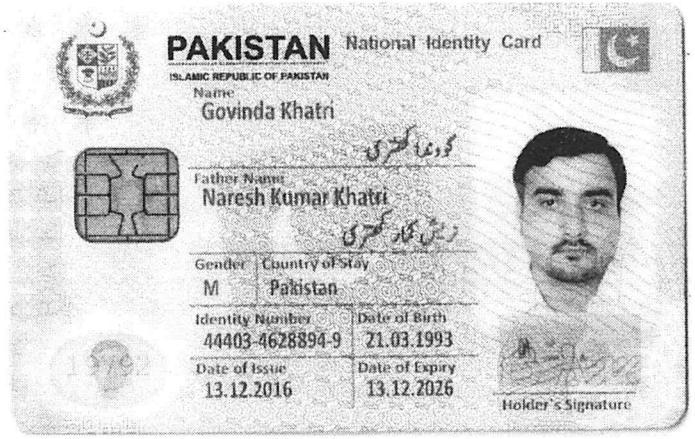
The Examination was taken as a whole / in Parts

purkhas Sindh

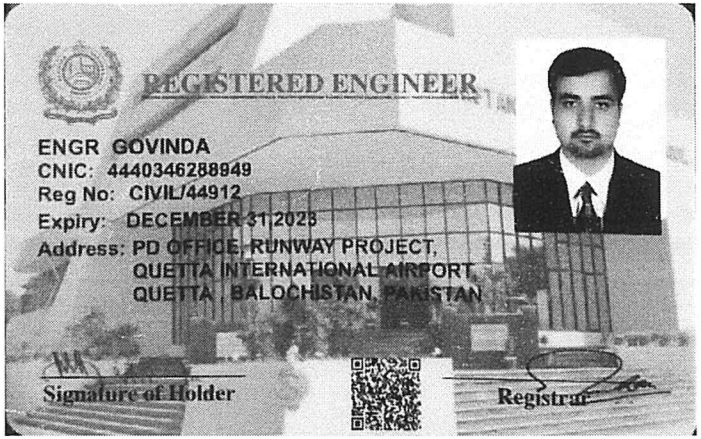
ted 25/06/2010

Controller of Examinations.

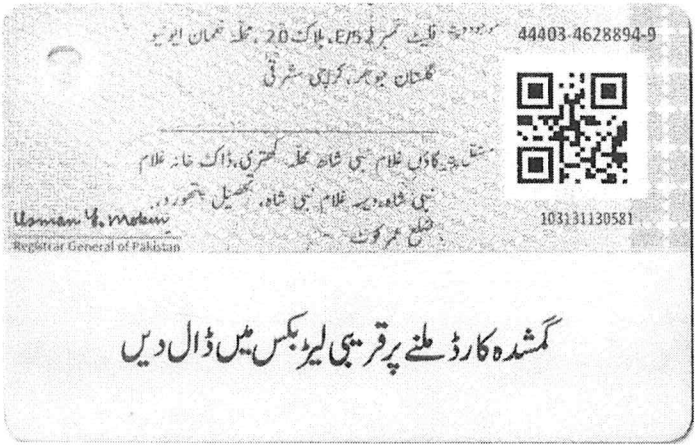
Secretary



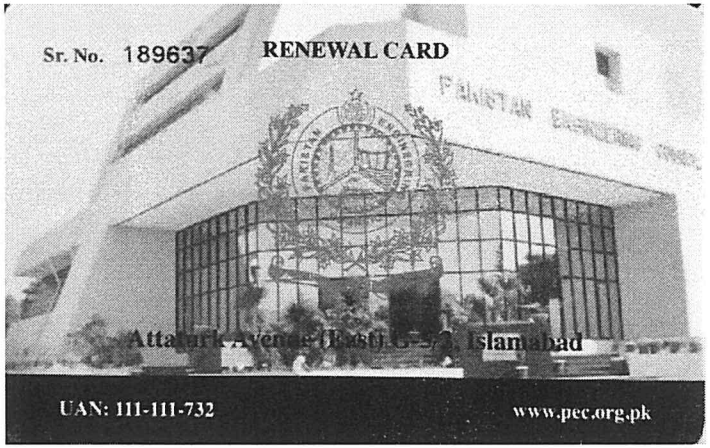
CNIC FRONT



PEC CARD FRONT



CNIC BACK



PEC CARD BACK

The Head
HR and Admin
Transkarachi

Subject: **Joining Report**

Dear Madam/Sir,

Pleased to receive your offer letter dated 28-03-2022.

I hereby give my joining today dated 01-04-2022 as the "Assistant Manager- Road Planner", admitting the terms and conditions specified in the offer letter and subsequent Contract.

I give the assurance that I shall correctly discharge my duties and responsibilities. I also promise you that I shall abide by all the rules and regulations of your organization.

Regards

Name: Gowesh Kumar

Signature:

CNIC #: 44403-4628894-9

Dated: 01-04-2022

1/4/22

Gmail

Govinda Khatri <govindakhatrij@gmail.com>

FW: TransKarachi Job Offer Letter

3 messages

Uzma Shah <uzma.shah@transkarachi.pk> Mon, Mar 28, 2022 at 11:16 AM
To: govindakhatrij@gmail.com

Please see the attached Job Offer.

From: Uzma Shah <uzma.shah@transkarachi.pk>
Sent: Monday, March 28, 2022 9:55 AM
To: 'govindakhatrij@gmail.com' <govindakhatrij@gmail.com>
Cc: 'Waqar Alvi' <waqar.alvi@transkarachi.pk>
Subject: TransKarachi Job Offer Letter

Please see attached TransKarachi Job Offer Letter for the position of Assistant Manager-Project Planner. Kindly read the letter carefully and if agreed with the stated stipulations, send the signed copy in hard or scanned to HR- TransKarachi prior to the said date.

Thank you

Uzma Shah

HR-TransKarachi

House # C-89, Block 2, Clifton,

Karachi - Pakistan

Office: +92 (21) 99332207-8 | Mobile: +03340101544

Email: uzma.shah@transkarachi.pk

Job Offer Letter Govinda Khatri.pdf
32K

Govinda Khatri <govindakhatrij@gmail.com> Mon, Mar 28, 2022 at 12:36 PM
To: Thanwar Das <tdkhatri92@gmail.com>

Please whatsapp attached pdf file. Urgent
[Quoted text hidden]

Job Offer Letter Govinda Khatri.pdf
32K

Govinda Khatri <govindakhatrij@gmail.com> Thu, Mar 31, 2022 at 9:22 AM
To: Uzma Shah <uzma.shah@transkarachi.pk>

Respected Ms. Uzma Shah,

It is to inform you that I am accepting this offer and will bring all related original documents along with signed copy of the attached offer letter on Friday dated 01-04-2022 as discussed on telephone dated 28-03-2022.

This is for your information and necessary action.

Thanks and Regards;

Govinda Khatri

[Quoted text hidden]

OFFICE OF THE PROJECT DIRECTOR
PAKISTAN CIVIL AVIATION AUTHORITY
QUETTA INTERNATIONAL AIRPORT
QUETTA
Ph: 081-9241042
E-Mail: zahidishaq722@gmail.com
pddrcqiap@gmail.com

Ref: QTPD/3201/012/P&DPD/I/

Dated: 29th June, 2020

(OFFICE ORDER)

RECONSTRUCTION OF RIGID RUNWAY AT QUETTA INTERNATIONAL AIRPORT QUETTA FOR OPERATION OF AIRCRAFT UP TO ICAO CODE 4E

1. In Pursuance to Admin Approval No: 04/2019-20 issued vide P&D HQCAA LM No: HQCAA/1822/012/PDDS/55 dated 03rd October 2019, for engaging work charge staff, chargeable to subject project.

2. The services of below mentioned official has been engaged as work charge staff w.e.f. 05th May, 2020 and would be utilized on daily wages basis for 89 days on daily wages charges mentioned against the post, chargeable to subject project, as per provision made in admin approval of subject work.

S. No	Name	CNIC #	Post Name	Wages Per Month
1	Mr. Govinda Khatri s/o Naresh Kumar Khatri	44403-4628894-9	Planning & Scheduling Engineer	Rs. 160,000/-

3. The services of above-mentioned work charge staff shall be terminated automatically on 31st July, 2020 after completion of 89 days or completion of subject project whichever is earlier and subject to satisfactory performance of the individual during this tenure.

4. The monthly attendance sheet of each individual shall be duly signed/verified, so that the wages of these work charge staff would be finalized timely.

(ENGR. HAFIZ ZAHID ISHAQUE)
Project Manager CAA
QIAP Runway Project

Distribution: -

- Senior Joint Director Finance, QIAP Expansion Project, QIAP
- Official concerned

Copy to:

- Director P&D, HQCAA
- AdID Design & Standards P&D, HQCAA

ICC & UCC (J.V)

ENGINEERS & CONTRACTORS

Ref No. QIAP/ICC&UCC (J.V)/20/1620

Date 04-05-2020

TO WHOM IT MAY CONCERN

This is certified that **Mr. Govinda Khatri** s/o **Naresh Kumar Khatri** bearing **CNIC# 44403-4628894-9** has worked at **Ittefaq Construction Company & United Construction Company (J.V)** on **Project "Expansion & Renovation of Quetta International Airport, Quetta"** from **January 2017** to **April 2020**.

He was hired as a **Planning Engineer** and due to his excellent performance and efficient working style was promoted as **Deputy Project Manager**.

During this period, his services were found to be satisfactory in carrying out the job duties.

We wish him all the success in his future endeavors.

Muhammad Ali Usman
Project Manager
M/s. ICC&UCC(J.V)

Contact No. 0346-7177727
0308-8470743

Ittefaq Contractor
Flat #. F-2 Eight Commercial Plaza Main Jinnah Town, Quetta
Mob: 0333-7794629
Email: iccuccjv@yahoo.com
Contractor Site Office (ICC & UCC J.V)
Haji Car Parking Quetta. International Airport Road Quetta.

United Contractor
Office Suit No. C-19, Block No. 3, Metroville, S.I.T.E, Karachi
Mob: 0300-8270283 / 0300-2650929
Emial: iccuccjv@yahoo.com

International Office Products (Pvt) Ltd.

certifies that

GOVINDA

has attended and satisfactorily completed

Computer-Aided Project Management with Primavera P6

during Fall 2014 conducted at

ORACLE

Department of CivilEngineering
NED University of Engineering and Technology

Instructor

Training Coordinator

ADB Asian Development Bank
Pakistan Resident Mission

This

Certificate of Participation

is awarded to

GOVINDA KHATRI

For attending a Training Program on

FIDIC RED BOOK 2017

29–31 August 2022, Karachi

Yong Ye
Country Director

Serial No: 299225

Pakistan Engineering Council

Continuing Professional Development Programme

This Certificate is awarded to

Eng. Govinda

for attending One Day CPD Live Webinar on

" Procurement and Contract Management"

(01 CPD Point)

25th August, 2022

at Pakistan Engineering Council, HQ, Islamabad

Secretary/ Registrar
Pakistan Engineering Council

Productive & Competitive Pakistan

Continuing Professional Development Program

Under PEB License NO: PEB-F-NPOISB-0141

NPO PAKISTAN

This Certificate is awarded to

Mr. Govinda Khatri (Ciivil/44912)

for attending online session on

Change Management

(0.5 CPD Credit Point)

held on January 11, 2021

CN: NPO/0122/CM-1419

Course Coordinator

PEB Coordinator

National Productivity Organization

Liaison office of Asian Productivity Organization, Tokyo , Japan

under the Ministry of Industries & Production

Serial No: 218159

Pakistan Engineering Council

Continuing Professional Development Programme

This Certificate is awarded to

Engr. Govinda

for attending One Day CPD Live Webinar on

"Risk Assessment and Management"

(01 CPD Point)

28th May, 2022

at Pakistan Engineering Council, HQ Islamabad

Secretary/ Registrar
Pakistan Engineering Council

Productive & Competitive Pakistan

Continuing Professional Development Program

Under PEB License NO: PEB-F-NPOISB-0141

NPO PAKISTAN

This Certificate is awarded to

Engr. Govinda Khatri (Civil/44912)

for attending online session on

Risk Management & Mitigation Plan

(0.5 CPD Credit Point)

held on May 19, 2022

CN: NPO/0522/RMMP-1630

Course Coordinator

PEB Coordinator

National Productivity Organization

Liaison office of Asian Productivity Organization, Tokyo , Japan

under the Ministry of Industries & Production

AACE INTERNATIONAL

AACE UNITED ARAB EMIRATES SECTION

CERTIFICATE OF ATTENDANCE

This certificate is awarded to

Govinda Khatri

For attending AACEI-UAE Section's Technical Event

Leadership for Construction 4.0

through Webinar on

02 nd October 2021

Gagan Preet Kaur

Gagan Preet Kaur
Vice President AACEI-UAE Section

Suhas Jadhal
President AACEI-UAE Section

1.0 Hours of CEU/PDU/CEU(s) can be claimed from Respective Professional Association for this Technical Event

Email: govindakhatrij@gmail.com

Serial No: 222361

Pakistan Engineering Council

Continuing Professional Development Programme

This Certificate is awarded to

Engr. Govinda

for attending One Day CPD Live Webinar on

"Engineering Applications of Agile Methodology"

(01 CPD Point)

16th June, 2022

at Pakistan Engineering Council, HQ, Islamabad

Secretary/ Registrar
Pakistan Engineering Council

Serial No: 228710

Pakistan Engineering Council

Continuing Professional Development Programme

This Certificate is awarded to

Engr. Govinda

for attending One Day CPD Live Webinar on

"Industrial Wastewater Treatment & Recycling Technologies"

(01 CPD Point)

22nd June, 2022

at Pakistan Engineering Council, HQ Islamabad

Secretary/ Registrar
Pakistan Engineering Council

Serial No: 249817

Pakistan Engineering Council

Continuing Professional Development Programme

This Certificate is awarded to

Engr.Govinda

for attending One Day CPD Live Webinar on

"Employers hire on attitude than any other skills"

(01 CPD Point)

29th June, 2022

at Pakistan Engineering Council, HQ, Islamabad

Secretary/ Registrar
Pakistan Engineering Council

Serial No: 261173

Pakistan Engineering Council

Continuing Professional Development Programme

This Certificate is awarded to

Engr. Govinda

for attending One Day CPD Live Webinar on

"Personal Branding and Career choices for Engineers"

(01 CPD Point)

5th July 2022

at Pakistan Engineering Council, HQ, Islamabad

Secretary/ Registrar
Pakistan Engineering Council